Manage Patient Population is a tool available to facilities to easily manage their active patient lists in the Wyoming Immunization Registry (WyIR). Having an up-to-date and accurate patient list is important for several reasons, including reminder recall patient lists, coverage rate reports, and data quality. Patient lists should be reviewed at least quarterly.

Ownership: a quick overview

Upon first entry into the WyIR, the submitting facility will be the initial owner of the patient's record. The patient record will remain owned by the facility until the facility with ownership inactivates the patient, or until the patient receives an administered vaccination from another facility, which will then assume ownership of the patient. A patient can always be searched for and reactivated if they decide to return in the future, and no information is ever deleted from the WyIR.

Example: Timmy Test comes into your facility as a new patient who moved to Wyoming and brings historical vaccine records from a previous provider. You enter Timmy into the WyIR as a new patient. Your facility owns Timmy as an active patient.

Coverage rate reports and reminder recall utilize active patient lists to pull data and compile reports. When patient status is not routinely managed, patients who have moved or are going elsewhere can impact patient lists and coverage rate data.

Example: Timmy received a flu shot from your facility five years ago when establishing care as a new patient, but never returned to your facility again. Timmy may have moved out of state because no other facility ever took ownership of his record, and therefore he has been influencing your facility's coverage rates and data quality as an active patient. Timmy should be inactivated.

How to get started

Click the "Patient" option from the left-side navigation menu, then click **"Manage Population."** The Manage Patient Population page opens.

The next step is to select the appropriate options so that your search results meet your needs. There are a few different options:

- **Search for patients owned by my Organization/Facility**
    - When this option is selected along with **"Patient Status: Active,"** you will receive a list of all the currently active patients that are owned by your facility.
        - 💡 Helpful tip: This is the setting highly encouraged to be utilized when reviewing patient lists
    - When this is selected along with "Patient Status: All," you will receive a list of every patient who has ever been owned by your facility, *even if they are currently owned by a new facility or are marked inactive or deceased.*
- **Search for all patients that I have vaccinated**
    - When this option is selected along with "Patient Status: Active," you will receive a list of all active patients that have received a vaccination at your facility *even if they are currently owned by a new facility.*
    - When this is selected along with "Patient Status: All," you will receive a list of all patients that have ever received a vaccination at your facility *even if they are currently owned by a new facility or are marked inactive or deceased.*

You may also limit the results using the "Patient Birth Date Range" or "Vaccination Date Range" along with any of the combinations above. "Patient Birth Date Range" can be useful for limiting

the patient list to a specific age cohort, i.e. adolescents. "Vaccination Date Range" can be used to review patient lists after activities such as mass influenza vaccination clinics.

Other combinations also exist, such as being able to search for inactive patients formerly owned by the facility - however, the options above will be most useful for reviewing and "cleaning up" your patient list.

After making your selections, click the "Search" button, and a screen similar to the image below will display:

Patient Population Results

Show [25 ▼] entries   Search: [_____]

Patient ID	Patient Name	Patient DOB	Last Vaccination Date	Owning Organization	Owning Facility	Organization Level Status
979946	ARETWO DEETWO	02/13/2013	03/07/2022	SISTERHOOD OF TRAVELING LLAMAS	I LLAMA YOU LOT... ▼	Active ▼
979944	BOBA FETT	11/15/2012	03/07/2022	SISTERHOOD OF TRAVELING LLAMAS	I LLAMA YOU LOT... ▼	Active ▼
979940	HAN SOLO	04/05/2012	03/07/2022	SISTERHOOD OF TRAVELING LLAMAS	I LLAMA YOU LOT... ▼	Active ▼
979951	LINKIN PARK	08/15/2010	03/07/2022	SISTERHOOD OF TRAVELING LLAMAS	I LLAMA YOU LOT... ▼	Active ▼
979937	LUKE SKYWALKER	08/11/2012	03/07/2022	SISTERHOOD OF TRAVELING LLAMAS	I LLAMA YOU LOT... ▼	Active ▼
979945	MASTER YODA	05/25/2011	03/07/2022	SISTERHOOD OF TRAVELING LLAMAS	I LLAMA YOU LOT... ▼	Active ▼
979941	QUI-GON JINN	01/30/2014	03/07/2022	SISTERHOOD OF TRAVELING LLAMAS	I LLAMA YOU LOT... ▼	Active ▼

Showing 1 to 7 of 7 entries   ◄ ►

[Reset] [Save]

Please note that only 250 patients will display. You may need to limit your search further to completely review a patient list, such as breaking a birth year into months.

From this screen, you may **inactivate** your patients by performing the following actions:
- Clicking the drop down menu under "Owning Facility" and selecting "I no longer own this patient," and clicking "Save." The patient will be inactivated.

Owning Facility

[I no longer own this... ▼]

- Clicking the drop down menu under "Organization Level Status" and selecting "Inactive," and clicking "Save." The patient will be inactivated.

Organization Level Status

[Inactive ▼]

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You can also mark patients "Active" or "Deceased" from the drop menu under "Organization Level Status." You can update the status of multiple patients before selecting "Save." It is not necessary to save after each patient selection.

After making any changes and clicking the save button, users will see the "**Records updated successfully**" message appear at the top of the screen.

- **Records updated successfully.**

Manage Patient Population

Still have questions? Contact the WyIR Help Desk at 1-833-221-1451, wyir.helpdesk@wyo.gov, or by utilizing the chat feature in the bottom left corner of the WyIR home page.

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